

Position: Administrative Secretary - Special Education/Student Services

Department: Special Education/Student Services

Reports To: Director of Student Services and Special Education

Pay Grade: 16

SUMMARY

Under the direction of the Student Service Director, perform advanced level secretarial and administrative support duties; provide excellent customer service to teachers, staff, students, parents, business vendors and the public; explain program services, policies and procedures. Performs a variety of administrative duties in the management of data for the Live Oak School District, Special Education Information Systems (SEIS), LEA including DCHS and CalPads.

Performs responsible and complex secretarial, clerical and accounting duties for a site or program administrator. Assists the administrator by performing routine administrative tasks by coordinating and participating in workflow and clerical support activities at a site, program or department. Provides training, technical support to administrators, teachers, psychologists, case managers and service providers and acts as a resource for the overall operation of computerized record keeping systems for local, state and federal reporting of educational programs.

NATURE AND SCOPE

The Administrative Secretary has responsibility that requires leadership of clerical staff. The position requires the ability to organize, lead, and perform varying activities according to area of assignment. Responsible for performing clerical and technical work involving the use of independent judgement and personal initiative without the immediate supervision of the assigned administrator. Requires in-depth working knowledge of clerical and secretarial principles and practices, which are applicable in the area of assignment. Must demonstrate leadership skills in running an efficient office. The emphasis of an Administrative Secretary's responsibility may include such areas as preparing and transcribing written materials; processing, organizing and maintaining written materials; gathering and compiling information for or researching and distributing information from official or administration records; coordinating or facilitating student registration; maintaining student records; collecting and/or disbursing funds; auditing and proofing records; accounting of program site budgets. Works under the general supervision of the site or program administrator who reviews work for conformance with regulations, directives, and established policies. Exercises considerable independent judgment and discretion within assigned functions. Must be adept in the activities of support clerical staff and may assist support clerical staff in performing duties. Perform advanced, important or integrated activities. Guides the work of support clerical staff. Monitors workflow to optimize efficiency in the office. Work relations extend to a wide range of contacts including District staff, students, parents and the general public.

DISTINGUISHING CHARACTERISTICS

The Administrative Secretary provides direct support to the program administrator. Demonstrated abilities to lead a clerical support team in registration, attendance recording, student records, accounting, and written competence. Demonstrate competence in computer technology, basic accounting, note taking, English usage, grammar, spelling and office equipment skills. Analyze data and create projections. Provides information and resources related to student services and special education. Represents the Special Education Department at selected meetings and in-services upon request.

ESSENTIAL TYPES OF DUTIES (Examples)

- Provide administrative assistance to the Student Services Director by performing administrative detail in the overall operation of the department
- Monitors and report to local, state and federal agencies
- Maintains confidential student records and statistical reports
- Collect, code, enter, update, maintain and disseminate statistical information ~~on~~ for Special Education students
- Retrieve and organize data for departmental, regional, state and federal reports.
- Recommend programming modifications to meet changing reporting requirements of local, state and federal agencies.
- LEA Certifier and monitor for Special Education
- CalPads special education state reporting and assisting with certification to be compliant
- Liaison between Santa Cruz County SELPA Executive Assistant, SELPA-MIS Technician and Live Oak School District
- Provides Selpa and Countywide based resources to families in Special Education
- Assists and coordinates with Santa Cruz County Office of Education students in Transition and Foster Youth services coordinating programs
- Maintain, record and enter classified, certificated and supplemental employee attendance including rates of pay; daily verify attendance for both classified and certificated staff; help with hiring substitutes and ensure absences are charged to appropriate funding sources and accounts: print summary reports as needed; ensure accuracy of input and output data.

- Coordinates school office activities. Coordinates communications regarding school activities, events and timelines to relieve the site or program administrator of routine details.

- Performs secretarial duties for the site or program administrator. Composes letters, memos, emails, performance reports and bulletins independently within the scope of authority. Schedules appointments and maintains calendar. Distributes mail.

- Maintains calendars
- Maintains MOU's with other school districts and settlement agreements for special education.

- Provides direction to all potential vendors in coordination with the site administrator. Direct vendors to the District Office for clearance per Board Policy, and then maintain site record of approved vendors.
- Submit and follow up on work orders. Evaluate need for emergency repairs; coordinate repairs with Facility Department and ensures technology and equipment related to technology repairs/work orders by using ticketing system
- Compile information and prepare and maintain a variety of records, logs and reports related to programs, student's attendance, staff projects and assigned duties; monitor certificated staff
- Assists in the Preparation of the School Budgets and monitor funds for income and expenditures; ensure expenditures do not exceed established budget limitations; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets; work and purchase orders; create, process and submit serve as liaison to Director of Student Services and teachers for financial operations, accounting procedures, funding sources and approved vendors.
- Prepare and monitor work requisitions and purchase orders. Check invoices against merchandise received for accuracy and completeness; set up new accounts as needed and collect W-9 forms; route invoices for approval and payments; establish and maintain accounts payable and receivable for assigned accounts.
- Collects, deposits and accounts for money collected in conjunction with fund-raising and other school activities. Issues receipts. Preparation of records for regularly scheduled audits and assist as needed with the audit.
- Responsible for outside vendors. Analyze needs and perform research on potential independent contractors and vendors that would benefit Student Services Programs.
- Creates and maintains contracts for independent contractors and vendors. Submits approval documentation for approval to LOSD board pertaining to contracts.
- Reviews and prepares documents for entry of information into electronic student data processing systems. Follow up as necessary to complete documents. Enters and updates information into the system according to standard formats. Prints reports and student schedules.
- Oversees and participates in student registration and maintenance of up-to-date-records and master schedules including but not limited to health records.
- Receive, screen and process all referrals to Special Education and works with The County office of Education, NPS and school districts for transfers of other students who may benefit from other programs that LOSD cannot provide.
- Route referrals to appropriate administrators for student assessment and/or placement: monitor status and progress of referrals: provide student information for administrators and case

managers, in the facilitation of student placements to our district and others districts who can offer FAPE.

- Work closely with transportation coordinators to ensure safe and timely transportation of SPED students. Act as a primary liaison between district transportation coordinators, SPED staff. Ensure that parents are receiving accurate information regarding transportation, schedule.
- Arrange meetings. Notifies participants, prepares agenda and materials, records minutes, transcribes and distributes as directed.
- Coordinates the student services activities acting as contact and reference source for staff, students, parents and the public.
- Screens incoming telephone calls, mail, and visitors, evaluating the relative importance of each and independently resolving routine matters or referring to others. Provides information over the phone or in person to parents, students or school personnel as appropriate.
- Types from rough drafts or verbal instructions include a variety of materials including master schedules, letters, performance reports, memos, requisitions, lists, bulletins, reports and statistical data.
- Maintains and verifies student's legal documents pertaining to student enrollment in SPED
- Requisitions, receives, stores and distributes supplies and office materials. Maintains materials and equipment inventory.
- Performs research as directed by the site or program administrator. Computes and compiles information and statistical reports.
- Reports and schedules necessary work orders to buildings and equipment.
- Position in this classification acts as liaison between the District Office and the Spanish speaking community regarding District activities and Student Services/Special Education functions. Position responsible for translating school communications and Special Education IEPs
- Monitors and reports to the Student Services Director and state on behavioral and disciplinary issues of students in Special Education
- Performs related duties and responsibilities as required to accomplish the objectives of the position.

QUALIFICATIONS

Knowledge and Skills: Requires a thorough knowledge of office practices, procedures and equipment, including filing systems, receptionist, telephone techniques, accounting, and letter and

Administrative Secretary - Special Education/Student Services

report writing. Requires thorough knowledge of those activities associated with statistical and confidential record keeping, staff administration, and fiscal accounting. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation and basic accounting skills. Must be skilled in using various standard office machines, including computers and word processing and spreadsheet applications.

Abilities: Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to coordinate and perform office, secretarial and clerical work with speed and accuracy. Must be able to learn, interpret, explain and apply school and District policies, rules and objectives. Must be aware of applicable sections of the State Education Code and Health and Safety regulations. Requires the ability to supervise staff in a manner that encourages high morale and efficiency. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to analyze situations accurately, and adopt an effective course of action. Requires the ability to communicate with students, staff, parents and the public using diplomacy and courtesy in sometimes confrontational or stressful situations. ~~Must pass a basic skills test.~~

Physical Abilities: Position involves standing, walking and sitting for extended periods of time and occasional carrying and lifting of lightweight materials (up to 20 pounds). Requires sufficient arm, hand, and finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read a variety of materials and view a computer monitor. Sufficient hand/eye coordination and manual dexterity to keyboard at a basic rate (45 wpm); speech and hearing ability to carry on conversations in person and over the phone; and ability to reach and pull materials from files and shelves Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Education, Training and Experience: High School diploma or GED required. Minimum of 3 years of varied secretarial, office management and accounting experience required, preferably in a school district. Must pass District's Basic Skills Test applicable to the position or, provide college level transcripts in English and Math. To receive the Bilingual Stipend (Spanish), you must take and pass the District Bilingual Test.

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